



**DRAFT  
PLANNING & COMMUNITY  
DEVELOPMENT COMMITTEE**

**SEPTEMBER 28, 2009  
MINUTES**

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**I. CALL TO ORDER**

Chair Lynn Norman called the meeting to order at 5:00 p.m. in the Council Chambers located on the first floor of Auburn City Hall, 25 West Main Street, Auburn, WA.

Committee members present were: Chair Lynn Norman, Vice Chair Nancy Backus and Member Rich Wagner.

Staff members present included: Mayor Pete Lewis, Assistant Director Kevin Snyder, Principal Planner Elizabeth Chamberlain, Senior Planner Chris Andersen, Environmental Protection Manager Kelly McLain Aardal, Assistant Police Chief Bob Karnofski, City Attorney Dan Heid, Community Services Manager Duanna Richards, Cultural Diversity Liaison Alexandra Davis, Storm Drainage Engineer Tim Carlaw, Utilities Engineer Dan Repp, Storm Drainage Technician Melanie May and Planning Secretary Renee Tobias.

Audience members present included: Roger Thordarson, Wayne Osborne, John Partridge.

**II. ANNOUNCES AND AGENDA MODIFICATIONS**

Chair Lynn Norman noted that the Item VI.C., Planning Commission September 9, 2009 minutes, were distributed to the Committee at this meeting by staff.

**III. DISCUSSION**

**A. Transportation, Transit and Trails Committee**

Roger Thordarson, Transportation, Transit and Trails Committee Chair, reported on the status of Committee membership, stating that there is a need for new members. The TTT Committee will explore having information in the Auburn Reporter, the City's website and the Mayor's weekly update to recruit citizens who utilize the transit systems.

Over 600 signatures were collected in support of the Stewart Road project and turned over to the Pierce County Council at the December 2, 2008 meeting, Mr. Thordarson reported. At the meeting Vice Chair John Calnan had a brief opportunity to speak to the Council and the primary point made was that safety is the priority as drivers travel down the Lake Tapps Parkway to Stewart Road. The Committee was successful in getting Stewart Road listed on Pierce's TIP sheet. Committee will ask for a meeting with Pierce County Executive Pat McCarthy to discuss the Stewart Road project.

Mr. Thordarson commented on the success of the Lakeland Hills shuttle service. Service began with a sixteen-passenger bus and the area is now being serviced with a thirty-passenger bus. There has been a noticeable reduction in the number of

vehicles parked in Downtown Auburn. Mr. Thordarson reported on other Sound Transit and Metro Transit route additions and changes.

The TTT Committee will explore ways to encourage area residents to utilize King County Metro Bus 180 to connect to the Light Rail system at the SeaTac International Airport.

Mr. Thordarson sits on the King County Transit Advisory Committee. Mayor Lewis reported that there will be significant budget cuts made by Metro Transit and stated that Mr. Thordarson has been instrumental in ensuring that Auburn receives the least amount of reductions.

## **B. Building Community/Community Services Annual Update**

Community Services Manager Duanna Richards and Cultural Diversity Liaison Alexandra Davis presented an update on the Community Services and Cultural Diversity Program. Samples of neighborhood meeting invitations and meeting minutes, and a Community Meeting Action Tracker matrix were shared with the Committee.

Ms. Richards reported that Community Services was developed to strengthen ties in the community by reaching out through education, outreach and civic engagement. There are three main areas under the umbrella of Community Services: Neighborhoods, Sister City Liaison and Cultural Diversity.

Staff have made presentations regarding Auburn's cultural diversity program and neighborhood safety meetings to service clubs and agencies. Staff have developed a community contact and organizational database containing contacts for HOAs, mobile home parks, apartment complexes, churches and schools. Community Services has created a Community Services section on the City's website with web pages for neighborhoods, diversity and Sister City. There are approximately 1,500 names on Cultural Diversity Listserv and the Auburn Diversity Blog has several hundred hits daily.

Staff have expanded the number of staff participants at Neighborhood Safety Meetings and Open Houses about City projects, which include the Mayor, Police, Emergency Preparation and Transportation. Over 40 meetings have been held to date, with more scheduled for the Fall.

The Auburn WA Sister City Association is a community based organization incorporated in 2008; the Association is applying for nonprofit (501c3) status. Ms. Richards serves as Board Secretary and official City Liaison. The City has had a Sister City relationship with Tamba, Japan along with the City of Kent for the past 40 years. The City is developing a Sister City program with Pyeongchang, South Korea and Mola, Italy. The City has been asked to consider a joint Sister City relationship with Covington and Tri-Cities, Mexico (Melaque, Cihautlan and Barra de Navidad).

Ms. Davis reported on the Multicultural Roundtables and relationship building activities with the Marshallese, Punjabi, Muckleshoot Tribe, Latino/Hispanic and Russian/Ukrainian communities. Ms. Davis reviewed the Community Information Guide with the Committee, noting that it will be translated into Spanish and Russian

shortly. Staff have successfully collaborated with the Auburn School District and Auburn Police Department to form a Gang Prevention Task Force.

Over 1,400 attended the 5<sup>th</sup> Annual South King County Latino Family Health & Safety Fair on September 26, 2009. Many community agencies came together to organize this free event, which featured free dental, vision, blood pressure and diabetes screenings for all who attended, as well as free Pap tests and mammograms for women aged 40-64.

The Committee, Mayor Lewis and staff discussed the City's population as identified by the Auburn School District and the federal census.

The Committee and Mayor Lewis commended the Community Services staff on their work to build an inclusive community.

**C. Ordinance No. 6264 – New section 8.12.065 Relating to Low-Flying Aircraft**

City Attorney Dan Heid provided a brief summary of the proposed new section to the Auburn City Code related to low-flying aircraft as a public nuisance. The most complaints by citizens are related to hovering helicopters. In response to Committee's question, Mr. Heid reported that staff have requested the Federal Aviation Administration's (FAA) position on this ordinance; this has not been received as of this meeting.

Enforcement of this ordinance will need to be specific and factual, and established by testimonial evidence and/or photographs. The Committee, Mayor Lewis and staff discussed the proposed new section. There was not unanimous agreement by the Committee members with the proposed ordinance as it is currently written. Legal will provide the Committee with additional information and the FAA's response.

**D. Surface Water Management Manual**

Utilities Engineer Dan Repp introduced Stormwater Technician Melanie May, who has been assisting Storm Drainage Engineer Tim Carlaw on the Surface Water Management Manual.

Mr. Repp gave a brief overview of the manual update. The State issued the City a National Pollutant Discharge Elimination System (NPDES) permit, and one of the requirements is to adopt a technical manual e.g., Surface Water Management Manual or the equivalent manual from the Department of Ecology (DOE). The technical manual must contain procedures and methodologies that address storm water in a variety of ways including reducing contamination.

Public Works staff have reviewed the approved manuals from other jurisdictions and selected the City of Tacoma manual as the basis to develop a manual for the City of Auburn. Staff selected Tacoma's manual as it is more closely aligned with the City's business model, such as development review, the City is more urban than rural and the structure of the document was more user-friendly. Mr. Repp responded to Committee's question, stating that there are no regulations that prohibit the City from updating the Manual as needed.

Storm Drainage Engineer Tim Carlaw explained how the implementation of the manual will affect the processes and standards the City uses. Mr. Carlaw spoke about the manual's useful flowcharts that will assist people in using the manual as well as determining when it is necessary for smaller projects to seek outside expert services.

#### **IV. CONSENT AGENDA**

##### **A. Minutes – September 14, 2009**

Member Backus moved and Member Wagner seconded to approve the September 14, 2009 minutes as presented.

MOTION CARRIED UNANIMOUSLY 2-0

##### **B. Amendment No. 1 to Consultant Agreement No. AG-C-371**

The Committee inquired why the agenda bill stated that there would be wetland creation as part of this project. Environmental Protection Manager McLain responded that the mitigation will occur at the Goedeke South property which is predominantly wetlands. The mitigation work is creating a wetland where a wetland prior to filling that took place 50 years ago. The Committee requested that a little more explanation be provided in the background summary of the agenda bill. Member Backus moved and Member Wagner seconded to forward Amendment No. 1 to Consultant Agreement No. AG-C-371 to Council.

MOTION CARRIED UNANIMOUSLY 3-0

#### **V. ACTION**

##### **A. Ordinance No. 6268 – Chapter 18.46 (Temporary Use) Amendments**

Assistant Director Kevin Snyder distributed a revised ordinance, noting that the modification from the packet version adds an attachment containing the current code language and adds Section 3, Amendment to Fee Schedule.

Mr. Snyder explained that staff had initially planned to return to Council with updates to the Master Fee Schedule later in the year as part of the Code Update Project. In discussion with the City Attorney's office, it was decided that it was appropriate and legal to include modifications to the Master Fee Schedule within the body of this Ordinance. Mr. Snyder reviewed the new fees associated Type I and Type II Temporary Use Permit applications specified in the ordinance and explained how the fees were calculated.

At the September 14, 2009, Committee questioned whether the hold harmless agreement requirement in Section 18.46.070.F.1.c was sufficient, or if the sponsoring agency should also provide evidence of insurance. Mr. Snyder reported that staff consulted with the City Attorney and Risk Management staff regarding this issue. Both concurred that the proposed language is appropriate, does not create an unnecessary hardship or inappropriate legal situation.

Committee recommended that staff clarify wording in 18.46A.070.3.h to indicate that events under a Type 1 Temporary Use Permit may be held multiple times in each calendar year, but that any event that extends over six days would require a Type II Temporary Use Permit.

Member Backus moved and Member Wagner seconded to forward Ordinance No. 6268 with recommendations as discussed to Council.

MOTION CARRIED UNANIMOUSLY 3-0

**B. Ordinance No. 6269 – Administrative Use Permit/Conditional Use Permit Amendments**

Senior Planner Chris Andersen distributed a revised ordinance from the Legal Department, noting that the modifications from the packet version were administrative and included striking the language relating to City of Auburn Fee Schedule on page 1, amending the number of days from 10 to 14 for expedited review request on page 2, and striking reference to the City of Auburn Fee Schedule on page 3.

At the September 14, 2009 meeting, the Committee asked staff to add Commercial in front of greenhouses in Table 18.07.020; this change is reflected in the ordinance.

Member Backus moved and Member Wagner seconded to forward Ordinance No. 6269 to Council.

MOTION CARRIED UNANIMOUSLY 3-0

**VI. INFORMATION**

**A. Director's Official Decisions and Report**

There were no items.

**B. PCDC Status Matrix**

Chair Norman asked the Committee to review the Matrix for any updates, additions or deletions and be prepared to discuss this at the October 12, 2009 meeting.

**C. Planning Commission September 9, 2009 minutes**

There was no discussion on this.

**VII. ADJOURNMENT**

There being no further business to come before the Planning and Community Development Committee, Chair Norman adjourned the meeting at 6:56 p.m.

APPROVED THIS \_\_\_\_\_ DAY OF OCTOBER 2009.

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Lynn Norman, Chair

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Renee S. Tobias, Planning Secretary